

U.S. Department  
of Transportation



United States  
Coast Guard

Commandant  
United States Coast Guard

2100 Second St. S.W.  
Washington, DC 20593-0001

Encl. (1) to COMDTINST 5400.21

ADMINISTRATION DIVISION (a)

1. Under the general direction and supervision of the District Commander and the Chief of Staff, the Chief, Administration Division, shall:
  - a. Manage the planning and execution of personnel administration in the district and assure proper utilization of personnel resources. Advise the District Commander and other staff officers regarding personnel issues such as discipline, awards, performance evaluation, training, position management, and other personnel related issues. Supervise the District Mutual Assistance program.
  - b. Coordinate, manage, and monitor the Reserve Training Program within the geographic bounds of the district including supply, fiscal, and financial services. Collaborate and maintain effective liaison with other members of the district staff for the successful conduct of the Reserve program.
  - c. Manage the planning and execution of the programs for finance and supply along with the preparation of financial management reports for use by appropriate managers. Assure fiscal integrity is maintained throughout the organization.
  - d. Manage centralized office support and logistic services for the district staff.
  - e. Serve as Commanding Officer for district staff enlisted personnel.
  - f. Manage the district PERSRU.
  - g. Continually plan and prepare for mobilization. Support contingency preparedness and maritime defense zone responsibilities of the command and prepare personnel and logistics portions of appropriate plans.

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FORCE OPTIMIZATION AND TRAINING BRANCH (at)

1. Under the direction and the supervision of the Chief, Administration Division, the Force Optimization and Training Branch shall:
  - a. Develop estimates of personnel requirements and justifications that may be required by the district staff and seniors in the chain of command.
  - b. Assure proper use of available Active, Reserve, Civilian and Auxiliary billets/positions within the District.
  - c. Assure most appropriate personnel resources, Active, Reserve, Civilian or Auxiliary are employed to meet mission requirements.
  - d. Manage the district's Coast Guard Reserve program in accordance with prescribed policies and regulations. Ensure Reserve Personnel are capable of mobilizing for all contingencies.
  - e. Manage training activities for district personnel, arrange quotas, manage off-duty tuition assistance, locally provided training, etc.
  - f. Manage AFC 90 and AFC 56 funds for district units.
  - g. Maintain liaison with and assist Commanding Officer, Regional Recruiting Command with military personnel procurement activities.
  - h. Administer program for assigning active duty, nonrated personnel to district units and for assigning inactive duty, reserve personnel to units.

PERSONNEL BRANCH (ap)

1. Under the direction and supervision of the Chief, Administration Division, the Chief, Personnel Branch, shall:
  - a. Administer the military personnel program in the district, including programs for morale and recreation, medals, awards, and special interest such as family advocacy, drug testing, human relations, voting, etc.
  - b. When appropriate, coordinate medical services to district staff members.
  - c. Maintain necessary records relating to district military personnel.
  - d. Administer the District's Coast Guard Housing Program, including the Leased Housing Program.
  - e. Provide the following for the civilian personnel program in the district:
    - (1) Liaison with the MLC for employee relation programs, including grievances, welfare and counseling activities.
    - (2) Assist in the assignment of duties and responsibilities to positions.
    - (3) Assist in the planning and administration of the employee development program by identifying and reporting training needs, funding the program (if applicable), and evaluating and reporting the effectiveness of the training program to the MLC.
    - (4) Review requests for travel orders for civilian personnel and insure proper preparation of such orders for appropriate signature.
      - i. Administer the district substance abuse prevention program.
      - j. Administer the district's consolidated Morale Fund.

FINANCE BRANCH (af)

1. Under the direction and supervision of the Chief, Administration Division, the Chief, Finance Branch, shall:
  - a. Act as principal financial management advisor for the district staff.
  - b. Coordinate and consolidate estimates of budgetary requirements and submit the annual budget.
  - c. Administer funds allotted to the District for which administration is charged to the Finance Branch by the Commandant or the District Commander.
  - d. Assist allotment fund control code (AFC) and project target managers in preparation of their financial plans.
  - e. Advise the Chief of Staff and other staff officers of the annual budget and changes in the impact of the financial program on the District.
  - f. Prepare the annual funds apportionment schedule.
  - g. Identify financial data for the Chief of Staff and other responsible officers which may indicate program deviations, significant cost restrictions, and fund surpluses or shortages.
  - h. Coordinate input for discussion at the District Budget Review Board and prepare a record of the proceedings.
  - i. Prepare requests to Commandant for additional funds.
  - k. Analyze the results of financial and supply activities and supervise the preparation of financial management reports.
  - l. Ensure that certification of accounting balances is accomplished in accordance with existing regulations.
  - o. Ensure that functions of the Authorized Certifying Officer and Cashiers are accomplished in accordance with existing regulations.
  - p. Coordinate the audit program of various financial accounts within the district office. Assign qualified auditors and review and maintain a file of all completed audit reports. Review the financial and property system to ensure the existence of adequate audit techniques and safeguard to ensure fiscal integrity.
  - q. Oversee hazardous waste removal/disposition process for the district. Provide funding to units as appropriate.

OFFICES SERVICES BRANCH (ao)

1. Under the direction and supervision of the Chief, Administration Division, the Chief, Office Services Branch, shall:
  - a. Manage the district supply support program, including commercial and government procurement activities, contract administration, delegation of procurement authority to field units, and district clothing locker functions. Act as principal supply advisor for the district staff.
  - b. Serve as the Contracting Officer (Level I) for the district office and those District units with limited small purchase authority. Procure supplies, non-personal services, and construction from commercial sources.
  - c. Process Purchase Requests (PR), determine the most appropriate method of acquisition, determine the source of supply/service, solicit offers for the supplies/services, and follow-up to ensure delivery. Publicize as required.
  - d. Ensure commercial purchases under \$25,000 are reserved for small businesses. Promote District participation in procurement-related economic stimulation programs such as the 8(a) Small and Disadvantaged Business Set Asides.
  - e. Place orders under existing Federal Supply Schedule contract awarded by GSA or Blanket Purchase Agreements awarded by other government agencies as prescribed.
  - f. Analyze unauthorized procurements made by District units or staff and prepare ratification recommendation for the Head of Contracting Activity (HCA) action.
  - g. Provide advice to all staff elements on how to obtain support from supply sources under both normal and contingency operating conditions.
  - h. Operate the Automated Requisition Management System (ARMS) or Requisition Processing Point (RPP) for ordering supplies from government sources in support of the District staff. Provide similar service for field units which do not have or are not authorized direct access to the system.
  - i. Establish local support agreements with other Coast Guard units or other government agencies for logistics help when feasible and economical. Provide assistance to other agencies within existing capabilities and resources.

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- j. Provide guidance to staff program managers for establishing and changing property and supply stock allowances on district units.
- k. Monitor operations of Supply Fund (SF) activities at District units. Coordinate with Inventory Control Points (ICPs) as required.
- l. Coordinate petroleum, oil, and lubricant (POL) requirements for district units. Coordinate supply support with DFSC elements or commercial sources within district procurement authority.
- m. Supervise the administration of the district's fuel contracts.
- n. Develop and issue rules and procedures for the acquisition and control of credit cards.
- o. Administer the personal property accountability system for the district. Coordinate district-wide screening of excess property and input all acquisitions into the automated control system for the District and field units without computer capability. Coordinate survey of personal property and prepare excess property declarations. Coordinate disposal of personal property.
- p. Coordinate real estate transactions with the MLC. Manage the space/rent program for the district, working directly with the cognizant GSA regional office.
- q. Organize and administer centralized office support services for the district staff, including a stationery locker, printing and reproduction, mail and postal matters, shipping and receiving, and review and cataloguing of directives.
- r. Administer the district vehicle management program.

CONTINGENCY PLANS, EXERCISE, AND EVALUATION STAFF (dre)

1. Under the direction and supervision of the Chief of Staff the Contingency Plans, Exercise, and Evaluation Staff shall:
  - a. Collaborate and maintain effective liaison with other members of the district staff for the successful conduct of the Contingency Preparedness Support Program.
  - b. Coordinate the use of Coast Guard readiness evaluation and lesson learned systems for maintaining and improving the readiness of all district units.
  - c. Coordinate the development and maintenance of district readiness plans required in support of Coast Guard and CINC plans and policy. Coordinate the inclusion of technical Guidance provided by the Area staff.
  - d. Maintain liaison with planning Groups of the DoD and other Government agencies, civil and military, concerned with Coast Guard readiness planning.
  - e. Develop and maintain, in conjunction with the cognizant staff members, District readiness plans as required in support of Coast Guard and Navy/DOD plans. Disseminate readiness planning, policy and Guidance for supporting plans as necessary.
  - f. Maintain a complete, updated set of all readiness plans, logistics plans, joint defense plans, emergency preparedness plans, and other similar plans and documents concerning domestic emergencies, operational/military readiness, regional contingencies or General war operations.
  - g. Coordinate planning and execution of all defense and non-defense readiness exercises to test and evaluate established plans. Prepare annual exercise budget request and pre-exercise and post-exercise reports.
  - h. During contingencies and/or exercise play, coordinate augmentation of the operations center watch. Establish crises staffing procedures for watch-standers and coordinate training of all pre-designated Crisis Response Team personnel.
  - i. Recommend revisions when necessary and initiate other appropriate actions with respect to the joint defense plans, emergency preparedness plan, and other similar plans and documents which concern the employment of district forces.
  - j. Monitor the readiness of all Coast Guard resources within the district, active duty and reserve, to respond

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to mobilization requirements. Coordinate with program managers. Review and approve subordinate CCGF plans.

- k. Coordinate, administer and supervise operational training programs for maintaining and improving operational readiness of all units in the District. Remain cognizant of current operational problems in order to initiate recommendations for changes in procedures, equipment allowances or training.

OPERATIONS DIVISION (o)

1. Under the general direction and supervision of the District Commander and the Chief of Staff, the Chief, Operations Division, shall:
  - a. In accordance with policies issued by cognizant program directors, plan, develop, implement and direct the following operational and support activities carried out by District units:
    - (1) Search and Rescue
    - (2) Domestic Icebreaking
    - (3) Short Range Aids to Navigation
    - (4) Radio Aids to Navigation
    - (5) Bridge Administration
    - (6) Enforcement of Maritime Laws and Treaties
    - (7) Marine Science Activities
    - (8) Defense Operations
    - (9) Command and Control-Communications (support element)
    - (10) Intelligence, Investigations and Security
    - (11) Waterways Management
    - (12) Polar Ice Breaking\*
  - b. Monitor district units to determine adequacy of resources and ascertain effective execution of programs.
  - c. Assist the Maintenance and Logistic Command in the inspection of district units as required. Initiate remedial action on findings which bear upon Operations Division programs.\*\*
  - d. Carry out program budgeting and manage funds allocated to the Operations Division.
  - e. Coordinate availability of multi-mission facilities to meet program requirements of other District division chiefs.
  - f. Administer the District weather reporting and aerological services.
  - g. Monitor the operational training of all operational units within the district.

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- h. Direct the activities of the District Operations Center. This function shall include liaison with and, as required, coordination of civil and military facilities used in Search and Rescue, other emergencies, and Maritime Law Enforcement.
- i. Administer the District's supporting program for the Automated Mutual-Assistance Vessel System (AMVER) and, where appropriate, designate an officer to supervise the program.
- j. Be responsible for oversight of the Officer-In-Charge Review Board.
- k. Assist operational field units with problems encountered, gaining support needs from other organizational elements.
- l. Continually plan and prepare for mobilization. Support contingency preparedness and maritime defense zone responsibilities of the command, and direct the preparation of the operations portions of appropriate plans.
- m. Act as co-chairman with a representative of the Canadian Coast Guard to the Canada/U. S. Joint Coordinating Group for Vessel Traffic Management.\*\*\*
- n. Supervise and coordinate the small arms program for all district units and cutters.

\* Applies to Commander, Seventeenth Coast Guard District only.

\*\* Except Commander, Seventeenth Coast Guard District.

\*\*\* Applies to Commander, Thirteenth Coast Guard District only.

LAW ENFORCEMENT BRANCH (ole)

1. Under the direction and supervision of the Chief, Operations Division, the Chief, Law Enforcement Branch, shall:
  - a. Supervise the enforcement of laws and treaties programs within the District. This includes the following:
    - (1) Plan and execute the Coast Guard and certain multiagency drug and migrant interdiction operations within the district.
    - (2) Plan and execute the Coast Guard and certain multiagency missions directed at the protection and preservation of natural resources, especially the fishery resources within the Exclusive Economic Zone (EEZ), which includes the training of Coast Guard personnel in fisheries enforcement.
    - (3) Enforce other Federal statutes and international agreements in the waters over which the United States has jurisdiction, except those statutes, treaties, and other international agreements related to commercial vessel safety, boating safety, port safety and security, and marine environmental protection.
  - b. Supervise or conduct all categories of investigations pertaining to applicable internal and external crimes and internal security as developed, requested or directed, and as established by the Coast Guard Investigations Manual (COMDTINST M5527.1 series). This includes:
    - (1) Investigative assistance to the Coast Guard for the investigation of alleged misconduct by Coast Guard personnel.
    - (2) Investigative assistance to the Coast Guard for the investigation of any crime within the jurisdiction of the Coast Guard committed by any person. This includes fraud, public trust violations, environmental crimes, homicide, investigations on behalf of the Inspector General and various violations of law as enumerated under Titles 8, 10, 14, 18, 19, 21, 33, etc.
    - (3) Initiate, monitor and/or assist in investigations conducted by other law enforcement agencies when such investigations are of interest to the Coast Guard.
    - (4) Gather, analyze, evaluate and disseminate intelligence information of criminal, counterintelligence or internal security significance.

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- (5) Conduct or assist in the conduct of protective services operations required for the protection of VIPs, which includes Conducting threat assessments.
- (6) Conduct personnel security investigations associated with the security clearance program.
- (7) Provide technical assistance in physical security matters.
- (8) Develop and maintain a law enforcement liaison program to foster cooperation, intelligence and investigations for the benefit of the Coast Guard and its customers.
- c. Serve as the District Special Security Officer (SSO).
- d. Supervise the development, promulgation, and implementation of District-wide security programs, plans, policies, and procedures. Programs supervised shall include information, physical, personnel, operations, and industrial security as described in the Coast Guard Security Manual (COMDTINST M5500.11 series).
- e. Maintain liaison with, and render appropriate assistance to, other law enforcement, intelligence, and security agencies in the conduct of Maritime Defense Zone support and other applicable Coast Guard missions.
- f. Keep appropriate commanders advised of the status of ongoing investigations, law enforcement missions and other branch activities.
- g. Coordinate MLE and tactical law enforcement training among the various operational units within the district.
- h. When applicable, serve as program manager for assigned WPBs. Coordinate scheduling with groups, control budgeting, serve as point of contact with appropriate MLC for maintenance activities and identify sources of required equipment.
- i. Administer the district law enforcement and Maritime Defense Zone intelligence program. This includes identifying intelligence requirements, preparing and executing the District intelligence collection plan, developing and disseminating timely tactical and operational intelligence, and providing intelligence support to the District Commander as the Maritime Defense Zone sector commander.
- j. Coordinate, administer and supervise all aspects of the small arms programs for all district units and cutters homeported within the district. Establish and document

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requirements, initiate procurement, direct distribution and provide training for the use of ordnance, small arms, CBR and Radiac equipment and associated material for district forces.

Encl. (2) to COMDTINST 5400.21

**Force Optimization and Training Branch**  
**Reserve TASKS/FUNCTIONS**  
**GENERAL ADMINISTRATION FUNCTIONS**

- |   |       |
|---|-------|
| 1. Process and audit personnel changes (billet structure) | (1) * |
| 2. Customer services -                                    | (12)  |
| - direct phone calls to appropriate people                |       |
| - handle 1-800 phone number                               |       |
| 3. Data base ADHOCs as needed                             | (25)  |
| 4. Develop/Issue policy regarding reserve administration  | (26)  |

**OFFICER MANAGEMENT & ADMINISTRATION FUNCTIONS**

- |                        |     |
|------------------------|-----|
| 1. Officer assignments | (3) |
|------------------------|-----|

**TRAINING FUNCTIONS**

- |  |      |
|--|------|
| 1. Assignment of reserve enlisted to SELRES or IRR (PMIS entry performed by servicing PERSRU). | (1)  |
| 2. Process officer EIC requests (track currency).  | (4)  |
| 3. Manage enlisted recruitment programs (RK,RX,RY,RP,RJ).                                      | (7)  |
| 4. Perform ESO function for IRR (01-87400).  | (8)  |
| 5. Manage RRDC Program (pre/post commission requirements only).                                | (9)  |
| 6. Manage MARTP Program.   | (10) |
| 7. Manage RT Pay/Allow/Tvl Budget (RC,RD,RE,RK,RM).  | (12) |
| 8. Coordinate reserve Navy War and Staff College Applications.                                 | (13) |
| 9. Process Lateral/Training Rating Indicator Requests.   | (15) |
| 10. Monitor Annual Pre-mobilization Training requirements                                      | (20) |
| 11. Develop/Issue district policy regarding reserve training.                                  | (29) |
| 12. Provide customer service through phone inquiry and newsletter.                             | (30) |

**BUDGET, FINANCE, and ADMINISTRATION**

- |   |      |
|---|------|
| 1. Plan, implement, and monitor Reserve Program Budget.             | (1)  |
| 2. Process and administer ADT accounts for operational units.       | (4)  |
| 3. Reconcile AFC 30 and AFC 90 program elements.                    | (7)  |
| 4. Monitor all accounts for errors and economies.                   | (8)  |
| 5. Update OPFAC manual and process OFCO requests for reserve units. | (10) |

**RSPO/FIELD SUPPORT TASKS**

- |  |      |
|--|------|
| 1. Assist active duty commands, providing expertise on reserve unique issues.  | (22) |
| * Numbers on the right correspond to numbering use in Enclosure (3), RS Branch Task/Functions, to Commandant Instruction 5310.2 Policy for Plans to Integrate Reserve and Active Forces. |      |

Encl. (3) to COMDTINST 5400.21

G-RP  
19 DEC 94

Billet Reprogramming Plan to Support  
Streamlining of District Readiness and Reserve Functions and  
PERSRU/Personnel Administration Integration

Note: Billet savings will be taken as needed, but prior to the end of the fiscal year identified. G-RSP will coordinate PAAs to meet funding and FTE constraints.

## D1 Billet List

## CURRENT RT BILLETS IN READINESS AND RESERVE DIVISION

BCN	APP	GRADE	BILLET TITLE	SAVINGS	GRADE CHANGE	LOCATION CHANGE
0199041	R	CAPT	READINESS & RESERVE DIVISION - CHIEF .....	SAVINGS FY95		
0199011	R	CDR	RESERVE BRANCH - CHIEF .....			d(at), Chief
0188411	R	LCDR	RESERVE BRANCH - DUTY .....			d(at)
0199001	R	LT	RESERVE BRANCH - DUTY .....			d(a)
0188401	R	LTJG	RESERVE BRANCH - DUTY .....	SAVINGS FY95		
0198961	R	LTJG	RESERVE BRANCH - DUTY .....			d(a)
0198971	R	LTJG	RESERVE BRANCH - DUTY .....	SAVINGS FY96		
0199712	R	PERS4	RESERVE ADMIN - DUTY .....			ADMIN (dap)
0195403	R	YNCS	READINESS & RESERVE - DUTY .....	SAVINGS FY95		
0195383	R	YNC	READINESS & RESERVE - DUTY .....	YN2 .....	ADMIN GRU MORICHES (01-36225)	
0195323	R	YN1	READINESS & RESERVE - DUTY .....			ADMIN LANT AREA (20-75120)
0187283	R	YN2	RESERVE ADMIN - DUTY .....			ADMIN GRU BOSTON (01-362020)
0195293	R	YN2	READINESS & RESERVE - DUTY .....			ADMIN GRU NEW YORK (01-36222)
0195303	R	YN2	READINESS & RESERVE - DUTY .....			PERSRU SUPRTCNE NY (32-45000)
0195313	R	YN2	READINESS & RESERVE - DUTY .....			d(a)
0195193	R	YN3	READINESS & RESERVE - DUTY .....			ADMIN GRU PORTLAND (01-36212)
0195203	R	YN3	READINESS & RESERVE - DUTY .....			PERSRU SUPRTCNE NY (32-45000)
0195213	R	YN3	READINESS & RESERVE - DUTY .....			PERSRU AIRSTA BKLYN (01-20120)
0195223	R	YN3	READINESS & RESERVE - DUTY .....			PERSRU D1
0195233	R	YN3	READINESS & RESERVE - DUTY .....			PERSRU GRU WOODS HOLE (01-36215)
0195243	R	YN3	READINESS & RESERVE - DUTY .....			ADMIN GRP LG ISL SOUND (01-26229)
0195253	R	YN3	READINESS & RESERVE - DUTY .....			PERSRU GRU SANDY HOOK (01-36215)
0195333	R	SKC	READINESS & RESERVE - DUTY .....			PERSRU GRU SANDY HOOK (01-36215)
0198083	R	SK2	OG-30 PROCUREMENT SUPPORT - DUTY .....			d(a)
0195263	R	SK3	READINESS & RESERVE - DUTY .....			d(a)
010056P	R	GS-7	MILITARY PERSONNEL TECHNICIAN (O/A) .....			d(a)
010702P	R	GS-7	SECRETARY (OA) .....	SAVINGS FY96		
010704P	R	GS-7	MILITARY PERSONNEL TECHNICIAN (OA) .....			d(a)
010053P	R	GS-6	MILITARY PERSONNEL CLERK (OA) .....			d(o) Security Clerk
010701P	R	GS-6	MILITARY PERS TECH (OA) .....			d(a)
0101042	R	BOSN4	RESERVE CENTER BOSTON .....	SAVINGS FY95		
0123443	R	YN1	RESERVE CENTER BOSTON .....			PERSRU D1 (01-71101)
0182803	R	SK2	RESERVE CENTER BOSTON .....		YN2 .....	ADMIN GRU W HOLE (01-36215)
0185703	R	YN2	RESERVE CENTER BOSTON .....			PERSRU D1 (01-71101)
0185833	R	BMC	RESERVE CENTER GOVERNORS ISLAND .....	SAVINGS FY95		
0195693	R	YN2	RESERVE CENTER PORTLAND .....			PERSRU GRU PORTLAND (01-36212)
M000061	R	YN1	RESERVE CENTER GOVERNORS ISLAND .....			ADMIN SUPRTCEN NY (32-45000)
0185813	R	YN1	RESERVE CENTER GOVERNORS ISLAND .....		YN2 .....	PERSRU CGA (60-61000)
0123423	R	SA	RESERVE CENTER BOSTON .....	SAVINGS FY95		
0123433	R	SN	RESERVE CENTER GOVERNORS ISLAND .....	SAVINGS FY95		

## CURRENT OE BILLETS IN READINESS AND RESERVE DIVISION

BCN	APP	GRADE	BILLET TITLE	SAVINGS	GRADE CHANGE	LOCATION CHANGE
0199021	D	CDR	READINESS BRANCH - CHIEF .....			D1 (dre), Chief
0198981	D	LT	READINESS BRANCH - MDZ PLANNER - DUTY .....			D1 (dre)
0198991	D	LT	READINESS BRANCH- DUTY .....			D1 (dre)
0198951	D	LTJG	READINESS BRANCH - DUTY .....			D1 (dre)
0195353	D	GMC	READINESS & RESERVE - DUTY .....			D1 d(o)
0195373	D	GMC	SMALL ARMS FACILITY-DUTY-OTIS ANGB, MA .....			D1 d(o)
0195343	D	GM1	SMALL ARMS FACILITY-DUTY-OTIS ANGB, MA .....			D1 d(o)
0195273	D	GM2	SMALL ARMS FACILITY-DUTY-OTIS ANGB, MA .....			D1 d(o)
0195283	D	YN2	READINESS & RESERVE - DUTY .....			D1 (dre)
010220P	E	GS-12	READINESS PLANNING SPECIALIST .....			D1 (dre)

## D1 Billet List

CURRENT BCN	RT APP	BILLETS GRADE	IN READINESS AND RESERVE DIVISION BILLET TITLE	SAVINGS	GRADE CHANGE	LOCATION CHANGE
0199161	D	CAPT	ADMIN DIVISION - CHIEF			
0196103	D	SN	DRIVER/MAILROOM - DUTY			
0196123	D	SK1	AUTOMATED REQUISITION MANAGEMENT SYSTEM - DUTY			
0196113	D	SK3	OFFICE SERVICES BRANCH - DUTY			
0199151	D	SCR	PERSONNEL BRANCH - CHIEF			
0199802	D	PERS4	PERSONNEL BRANCH - DUTY			
0100612	D	F+S4	FAMILY HOUSING OFFICER			
0184803	D	MK2	FAMILY HOUSING MAINTENANCE - DUTY			
0196033	D	DC3	AREA HOUSING REPRESENTATIVE			
0196093	D	YNCM	PERSONNEL BRANCH - DUTY			
0916083	D	YN1	PERSONNEL BRANCH - DUTY			
0916053	D	YN2	PERSONNEL BRANCH - DUTY			
0196063	D	YN2	PERSONNEL BRANCH - DUTY			
M000530	D	YN2	LEASED HOUSING OPERATIONS & MAINTENANCE - DUTY			
0196043	D	YN3	LEASED HOUSING PROGRAM SUPPORT - DUTY			
0185653	D	SKC	PERSONNEL BRANCH - DUTY			
0196073	D	SK1	ASSISTANCE FAMILY HOUSING OFFICER - DUTY			
M003554	D	SK2	PERSONNEL BRANCH - DUTY			
0199141	D	LT	FAMILY HOUSING OPERATIONS & MAINTENANCE - DUTY			
0186193	D	SK3	PERSONNEL BRANCH - DUTY			
0199782	D	PERS4	FINANCE BRANCH - CHIEF			
M003685	D	PERS4	FINANCE BRANCH - DUTY			
0916003	D	YNCS	PERSRU - CHIEF			
0195993	D	YNC	PERSRU - TRAVEL/HHG SUPPORT - DUTY			
0195953	D	YN1	PERSRU - DUTY			
0195963	D	YN1	PERSRU - DUTY			
M003686	D	YN1	PERSRU - DUTY			
M003687	R	YN1	PERSRU - TRAVEL SUPPORT - DUTY			
0117113	D	YN2	PERSRU - SUPERVISORY SHIPMENT ASST/HHG SUPPORT - DUTY			
0195893	D	YN2	PERSRU - DUTY			
0195903	D	YN2	PERSRU - DUTY			
0195913	D	YN2	PERSRU - DUTY			
0117123	D	YN3	PERSRU - DUTY			
0195813	D	YN3	PERSRU - DUTY			
0195823	D	YN3	PERSRU - DUTY			
0195833	D	YN3	PERSRU - DUTY			
0195843	D	YN3	PERSRU - DUTY			
0195853	D	YN3	PERSRU - DUTY			
0195863	D	YN3	PERSRU - DUTY			
0195983	R	SK2	PERSRU - DUTY			
010100P	E	GS-13	RESERVE PAY - DUTY			
010075P	E	GS-7	ASSISTANT ADMINISTRATIVE OFFICER			
010088P	E	GS-6	SECRETARY (OA)			
010095P	E	GS-11	AWARDS BOARD ASSISTANT			
010087P	E	GS-9	SUPERVISORY CONTRACT SPECIALIST			
010168P	E	GS-9	CONTRACT SPECIALIST			
010096P	E	GS-7	PURCHASING AGENT			
010079P	E	GS-5	OFFICE SERVICES ASSISTANT (OA)			
010193P	E	GS-5	OFFICE SERVICES ASSISTANT			
010103P	E	GS-4	MAIL CLERK			
010090P	E	GS-9	LOAN SPECIALIST			
010167P	E	GS-7	HOUSING MANAGEMENT ASSISTANT			
010156P	E	GS-4	HOUSING CLERK (OA)			
014902W	F	WG-8	MAINTENANCE WORKER			
014903W	F	WG-8	MAINTENANCE WORKER			
010016P	E	GS-12	ACCOUNTANT			

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010018P	E	GS-12	BUDGET ANALYST
010019P	E	GS-8	FINANCIAL SYSTEMS ASSISTANT
010074P	E	GS-7	SHIPMENT ASSISTANT
010155P	E	GS-5	VOUCHER EXAMINER - FOR TRAVEL SUPPORT(OA)
010157P	E	GS-5	VOUCHER EXAMINER(OA) - FOR TRAVEL SUPPORT

## D2 Billet List

CURRENT RT BILLETS IN READINESS AND RESERVE DIVISION				SAVINGS	GRADE CHANGE	LOCATION CHANGE
BCN	APP	GRADE	BILLET TITLE			
0299741	R	CAPT	READINESS AND RESERVE DIVISION - CHIEF .....	SAVINGS FY 95		
0299721	R	LCDR	RESERVE BRANCH - CHIEF .....		CDR.....	d(at), Chief
0299701	R	LT	RESERVE BRANCH - DUTY .....	SAVINGS FY 95		
0299661	R	LTJG	RESERVE BRANCH - DUTY .....		SK1.....	(afb)
0299862	R	PERS4	RESERVE ADMIN - DUTY .....	SAVINGS FY 95		
0299213	R	YNC	RESERVE - DUTY .....		YN2.....	d(a)
0299173	R	YN1	RESERVE - DUTY .....		YN2.....	d(a)
0299183	R	YN1	PMIS/RPMIS MERGE PROJECT - DUTY .....			PERSRU D2
0257103	R	YN3	RESERVE PAY LIAISON - DUTY .....			PERSRU D2
0299193	R	SK1	RESERVE - DUTY .....			d(a)
020709P	R	GS-7	SECRETARY (OA) .....		GS-12.....	d(at) SPECIALIST/FY96
020701P	R	GS-6	MILITARY PERSONNEL TECHNICIAN (OA) .....			PERSRU D2
020702P	R	GS-6	MILITARY PERSONNEL TECHNICIAN (OA) .....			PERSRU D2
CURRENT OE BILLETS IN READINESS AND RESERVE DIVISION				SAVINGS	GRADE CHANGE	LOCATION CHANGE
BCN	APP	GRADE	BILLET TITLE			
0299431	D	CDR	READINESS BRANCH - CHIEF .....			(dre)
0299691	D	LT	READINESS BRANCH - MDZ PLANNER - DUTY .....			(dre)
0299203	D	GM1	READINESS - DUTY .....			d(o)
0299153	D	GM2	READINESS - DUTY .....			d(o)
0299163	D	YN1	READINESS - DUTY .....			(dre)
CURRENT BILLETS IN ADMINISTRATION DIVISION				SAVINGS	GRADE CHANGE	LOCATION CHANGE
BCN	APP	GRADE	BILLET TITLE			
0299471	D	CAPT	ADMIN DIVISION - CHIEF			
0298803	D	SK3	OFFICE SERVICES BRANCH - DUTY			
0299461	D	LCDR	PERSONNEL BRANCH - CHIEF			
0299842	D	PERS4	FAMILY HOUSING OFFICER			
0299043	D	YNCM	PERSONNEL BRANCH - DUTY			
0299023	D	YN2	PERSONNEL BRANCH - DUTY			
0299013	D	YN3	PERSONNEL BRANCH - DUTY			
M000531	D	SK3	LEASED HOUSING PROGRAM SUPPORT - DUTY			
0299451	D	LT	FINANCE BRANCH - CHIEF			
0299033	D	SK1	FINANCE BRANCH - DUTY			
0299003	D	SK2	FINANCE BRANCH - DUTY			
0299822	D	PERS4	PERSRU - CHIEF			
M003690	D	PERS4	PERSRU - TRAVEL/HHG SUPPORT - DUTY			
0298993	D	YNCS	PERSRU - DUTY			
0298983	D	YNC	PERSRU - DUTY			
M000024	D	YNC	SYSTEM MANAGER/PAY LIAISON - DUTY			
M003689	D	YNC	PERSRU - TRAVEL SUPPORT - DUTY			
0298963	D	YN1	PERSRU - DUTY			
M003691	D	YN1	PERSRU - TRAVEL SUPPORT - DUTY			
M003692	D	YN1	PERSRU - TRAVEL SUPPORT - DUTY			
0298839	D	YN2	PERSRU - DUTY			
0295903	D	YN2	PERSRU - DUTY			
M003693	D	YN2	PERSRU - SHIPMENT ASST HHG SUPPORT - DUTY			
M003694	D	YN2	PERSRU - TRAVEL SUPPORT - DUTY			
0298833	D	YN3	PERSRU - DUTY			
0298843	D	YN3	PERSRU - DUTY			
0294453	D	YN3	PERSRU - DUTY			
0298913	D	YN3	PERSRU - DUTY			
0298935	D	YN3	PERSRU - DUTY			

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020201P	E	GS-11	SUPPORT SERVICES SUPERVISOR
020031P	E	GS-7	SECRETARY (OA)
020022P	E	GS-11	SUPERVISORY CONTRACT SPECIALIST
020015P	E	GS-9	SUPERVISORY MOTOR VEHICLLE OPERATIONS SPECIALIST
020082P	E	GS-7	ACCOUNTING TECHNICIAN
020046P	E	GS-6	PURCHASING AGENT
020073P	E	GS-6	PURCHASING AGENT
020064P	E	GS-11	SUPERVIOSRY HOUSING MANAGEMENT SPECIALIST
020195P	E	GS-9	HOUSING MANAGER
020065P	E	GS-13	SUPERVIOSRY FISCAL RESOURCES ANALYST
020086P	E	GS-12	BUDGET ANALYST
020811P	E	GS-12	ACCOUNTANT
020079P	E	GS-7	PURCHASING AGENT
020093P	E	GS-7	ACCOUNTING TECHNICIAN
020812P	E	GS-7	ACCOUNTING TECHNICIAN
020025P	E	GS-9	TRAFFIC MANAGER

## D5 Billet List

## CURRENT RT BILLETS IN READINESS AND RESERVE DIVISION

BCN	APP	GRADE	BILLET TITLE	SAVINGS	GRADE CHANGE	LOCATION CHANGE
0599501	R	CAPT	READINESS & RESERVE DIVISION - CHIEF .....	SAVINGS FY95		
0599491	R	CDR	RESERVE BRANCH - CHIEF .....			d(at), Chief
0599461	R	LCDR	RESERVE BRANCH - DUTY .....			d(at)
0599441	R	LT	RESERVE BRANCH - DUTY .....			d(a)
0599411	R	LTJG	RESERVE BRANCH - DUTY .....	SAVINGS FY95		
0599421	R	LTJG	RESERVE BRANCH - DUTY .....	SAVINGS FY95		
0599962	R	PERS4	RESERVE ADMIN - DUTY .....			d(a)
0599423	R	YNC	READINESS & RESERVE - DUTY .....			PERSRU D5
0599383	R	YN1	READINESS & RESERVE - DUTY .....			PERSRU D5
0599393	R	YN1	READINESS & RESERVE - DUTY .....			PERSRU GRP BALTIMORE (05-36228)
0599333	R	YN2	READINESS & RESERVE - DUTY .....			ADMIN SUPCEN PORTSMOUTH (32-47100)
0599343	R	YN2	READINESS & RESERVE - DUTY .....			PERSRU RTC YORKTOWN (75-63100)
0502893	R	YN3	READINESS & RESERVE - DUTY .....			PERSRU D5
0502903	R	YN3	READINESS & RESERVE - DUTY .....	SAVINGS FY95		
0599313	R	YN3	READINESS & RESERVE - DUTY .....			PERSRU D5
0599403	R	SK1	READINESS & RESERVE - DUTY .....			d(a)
0599303	R	SK3	READINESS & RESERVE - DUTY .....			PERSRU GRP BALTIMORE (05-36228)
0599473	R	SM1	RESERVE STATION KEEPER FORT MACON, NC .....	SAVINGS FY95	. PSU	
0502873	R	DC2	RESERVE STATION KEEPER WILMINGTON, NC .....	SAVINGS FY96		
0502863	R	YN1	RES STATION KEEPER GROUP PHILADELPHIA, PA ..	SAVINGS FY95	. PSU	
0502883	R	YN2	RESERVE STATION KEEPER NORFOLK, VA .....			TRACEN CAPE MAY (77-67000)
0502853	R	SK1	RESERVE STATION GROUP BALTIMORE, MD .....			d(a) (05-71105)
050701P	R	GS-7	MILITARY PERSONNEL TECHNICIAN .....			d(a)
050705P	R	GS-7	SECRETARY (OA) .....			d(a)
050707P	R	GS-6	MILITARY PERSONNEL TECHNICIAN (OA) .....			PERSRU D5
050708P	R	GS-6	COMPUTER ASSISTANT .....			d(a)
050709P	R	GS-6	MILITARY PERSONNEL TECHNICIAN (OA) .....			PERSRU D5
050706P	R	GS-4	MILITARY PERSONNEL CLERK (OA) .....	SAVINGS FY96		

## CURRENT OE BILLETS IN READINESS AND RESERVE DIVISION

BCN	APP	GRADE	BILLET TITLE	SAVINGS	GRADE CHANGE	LOCATION CHANGE
0599481	D	CDR	READINESS BRANCH CHIEF .....			(dre), Chief
0599471	D	CDR	USCG PLANNER-MDZ SECTOR FIVE STAFF .....			(dre)
0599271	D	LCDR	USOG PLANNER-MDZ SECTOR FIVE STAFF .....			(dre)
0599401	D	LTJG	READINESS BRANCH - DUTY .....			(dre)
0517633	D	GMC	ARMORY - DUTY .....			d(o)
0599373	D	GM1	READINESS & RESERVE- DUTY .....			d(o)
0597483	D	GM3	ARMORY - DUTY .....			d(o)
0599323	D	YN3	READINESS & RESERVE - DUTY .....			TRACEN CAPE MAY (77-67100)
050170P	E	GS-12	READINESS PLANNING SPECIALIST .....			(dre)
0599431	R	LT	READINESS BRANCH - MDZ PLANNER - DUTY .....			(dre)

Encl. (3) to COMDINST 5400.21

D5 Billet List

CURRENT BILLETS IN ADMINISTRATION DIVISION				SAVINGS	GRADE CHANGE	LOCATION CHANGE
BCN	APP	GRADE	BILLET TITLE			
0599391	D	CAPT	ADMIN DIVISION - CHIEF			
M003369	D	F+S4	PROCUREMENT ANALYST			
0599133	D	SK2	AUTOMATED REQUISITION MANAGEMENT SYSTEMS - DUTY			
0599371	D	LCDR	PERSONNEL BRANCH - CHIEF			
M005204	D	LTJG	SUPPORT ALLOWANCE - PERSONNEL BRANCH - DUTY			
0595402	D	PES4	PERSONNEL BRANCH - DUTY			
0599922	D	PERS4	LEASED HOUSING MANAGER			
M000442	D	PERS4	PERSONNEL BRANCH - DUTY			
0599053	D	YN1	FAMILY HOUSING PROGRAM - DUTY			
0599073	D	YN1	PERSONNEL BRANCH - DUTY			
0599063	D	YN2	PERSONNEL BRANCH - DUTY			
0599043	D	YN3	PERSONNEL BRANCH - DUTY			
M000544	D	SK1	LEASED HOUSING PROGRAM SUPPORT - DUTY			
0599033	D	SK3	PERSONNEL BRANCH - DUTY			
0599083	D	SK3	FAMILY HOUSING PROGRAM - DUTY			
M000545	D	SS3	LEASED HOUSING PROGRAM SUPPORT - DUTY			
0599361	D	LT	FINANCE BRANCH - CHIEF			
M004370	D	LTJG	SUPPORT ALLOWANCE - ASST COMPTROLLER (EXP 8/95)			
0599023	D	SK2	FINANCE BRANCH - DUTY			
0599952	D	PERS4	PERSRU - BRANCH CHIEF			
M003695	D	PERS4	PERSRU - TRAVEL/HHG SUPPORT - DUTY			
0599293	D	YNCS	PERSRU - CHIEF			
0503733	D	YNC	PERSRU - DUTY			
M003702	D	YNC	PERSRU - TRAVEL/HHG SUPPORT - DUTY			
0523933	D	YN1	PERSRU - DUTY			
M003696	D	YN1	PERSRU - TRAVEL SUPPORT - DUTY			
M003698	D	YN1	PERSRU - TRAVEL SUPPORT - DUTY			
0503593	D	YN2	PERSRU - DUTY			
0599223	D	YN2	PERSRU - DUTY			
0599233	D	YN2	PERSRU - DUTY			
M003699	D	YN2	PERSRU - SHIPMENT ASST HHG SUPPORT - DUTY			
M003700	D	YN2	PERSRU - TRAVEL SUPPORT - DUTY			
M003701	D	YN2	PERSRU - TRAVEL SUPPORT - DUTY			
0503603	D	YN3	PERSRU - DUTY			
0503723	D	YN3	PERSRU - DUTY			
0599143	D	YN3	PERSRU - DUTY			
0599153	D	YN3	PERSRU - DUTY			
0599273	D	YN3	PERSRU - DUTY			
M003697	D	YN3	PERSRU - TRAVEL SUPPORT - DUTY			
050187P	E	GS-13	SUPERVISORY LOGISTICS MANAGEMENT SPECIALIST			
050067P	E	GS-7	SECRETARY (OA)			
050077P	E	GS-11	SUPPORT SERVICES SUPERVISOR			
050071P	E	GS-9	MOTOR VEHICLE OPERATIONS SPECIALIST			
050081P	E	GS-6	OFFICE SERVICES ASSISTANT			
050300P	E	GS-6	ADMINISTRATIVE SUPPORT ASSISTANT (OA)			
050301P	E	GS-6	ADMINISTRATIVE SUPPORT ASSISTANT			
054157W	F	WG-10	MAINTENANCE MECHANIC			
054159W	F	WG-10	MAINTENANCE MECHANIC			
054607W	F	WG-10	MAINTENANCE MECHANIC			
054161W	F	WG-4	MATERIALS HANDLER			
054148W	F	WG-2	CUSTODIAL WORKER			
054149W	F	WG-2	CUSTODIAL WORKER			
054150W	F	WG-2	CUSTODIAL WORKER			
054151W	F	WG-2	CUSTODIAL WORKER			
054152W	F	WG-2	CUSTODIAL WORKER			
054153W	F	WG-2	CUSTODIAL WORKER			

054154W	F	WG-2	CUSTODIAL WORKER
054155W	F	WL-2	CUSTODIAL WORKER LEADER
054156W	F	WS-9	MAINTENANCE MECHANIC FOREMAN
050192P	E	GS-12	SUPERVISORY HOUSING MANAGEMENT SPECIALIST
050241P	E	GS-11	HOUSING MANAGEMENT SPECIALIST
050193P	E	GS-9	HOUSING MANAGEMENT SPECIALIST
050007P	E	GS-7	HOUSING MANAGEMENT ASSISTANT (OA)
050086P	E	GS-7	MILITARY PERSONNEL TECHNICIAN (OA)
050091P	E	GS-7	MILITARY PERSONNEL RELATIONS TECHNICIAN (OA)
050238P	E	GS-7	HOUSING MANAGEMENT ASSISTANT
050095P	E	GS-12	BUDGET ANALYST
050190P	E	GS-12	ACCOUNTANT
050068P	E	GS-11	SUPERVISORY CONTRACT SPECIALIST
050073P	E	GS-7	PURCHASING AGENT (OA)
050068P	E	GS-7	PURCHASING AGENT
050135P	E	GS-7	ACCOUNTING TECHNICIAN
050174P	E	GS-9	TRAFFIC MANAGER
050710P	R	GS-7	TRANSPORTATION ASSISTANT (OA)

## D7 Billet List

CURRENT RT BILLETS IN READINESS AND RESERVE DIVISION				SAVINGS	GRADE CHANGE	LOCATION CHANGE
BCN	APP	GRADE	BILLET TITLE			
0799291	R	CAPT	READINESS & RESERVE DIVISION - CHIEF .....			d(a), Chief
0799261	R	CDR	RESERVE BRANCH - CHIEF .....			d(at), Chief
0799251	R	LCDR	RESERVE BRANCH - DUTY .....			d(at)
0799241	R	LT	RESERVE BRANCH - DUTY .....			d(at)
0799211	R	LTJG	RESERVE BRANCH - DUTY .....			d(o)
0799221	R	LTJG	RESERVE BRANCH - DUTY .....	SAVINGS FY96		
0701022	R	PERS4	RESERVE ADMIN - DUTY .....			GRP CHARLESTON (07-36289)
0796353	R	YNC	READINESS & RESERVE - DUTY .....			ADMIN GRP MAYPORT (07-36237)
0796293	R	YN2	READINESS & RESERVE - DUTY .....			PERSRU D7
0796303	R	YN2	READINESS & RESERVE - DUTY .....			PERSRU ST. PETERSBURG (07-36293)
M004214	R	YN2	RESERVE (PERSRU) - DUTY .....			ADMIN MSO SAVANNAH (07-33232)
0700143	R	YN3	RESERVE ADMINISTRATION - DUTY .....			PERSRU D7
0796273	R	YN3	READINESS & RESERVE - DUTY .....			PERSRU D7
0796283	R	YN3	READINESS & RESERVE - DUTY .....			ADMIN MSO JACKSONVILLE (07-33231)
0796333	R	SK1	READINESS & RESERVE - DUTY .....			PERSRU D7
0796253	R	BMC	RESERVE STATION KEEPER - JACKSONVILLE, FL .....			ADMIN MSO TAMPA (07-33230)
0796243	R	YN1	RESERVE STATION KEEPER - SAN JUAN, PR .....			ADMIN GRP MIAMI (07-36295)
9888223	R	YN1	RESERVE STATION KEEPER - ST. PETERSBURG, FL .....			ADMIN GRP ST. PETERSBURG (07-36293)
0796223	R	YN2	RESERVE STATION KEEPER CHARLESTON, SC .....			PERSRU CHARLESTON (07-36289)
070707P	R	GS-7	SECRETARY (OA) .....	SAVINGS FY96		
070027P	R	GS-6	MILITARY PERSONNEL TECHNICIAN (OA) .....	GS-12		d(art) HR SPECIALIST/FY96 08-71108
070709P	R	GS-6	MILITARY PERSONNEL TECHNICIAN (OA) .....			d(a)
070710P	R	GS-6	MILITARY PERSONNEL TECHNICIAN (OA) .....			d(a)
0701232	R	PERS4	RESCEN MIAMI BEACH .....	SAVINGS FY96		
0730153	R	SN	RESCEN MIAMI BEACH .....	SAVINGS FY96		

CURRENT OE BILLETS IN READINESS AND RESERVE DIVISION				SAVINGS	GRADE CHANGE	LOCATION CHANGE
BCN	APP	GRADE	BILLET TITLE			
0799271	D	CDR	READINESS BRANCH- CHIEF .....			(dre), Chief
0799281	D	CDR	CG PLANNER-NAV OP BASE CHARLESTON, SC .....			no change
0798901	D	LCDR	READINESS - MDZ PLANNER - DUTY .....			(dre)
0799231	D	LCDR	READINESS BRANCH - DUTY .....			(dre)
0701012	D	WEPS4	READINESS - DUTY .....			d(o)
0796363	D	GMCS	DISTRICT ARMORY - DUTY .....			d(o)
0796343	D	CM1	READINESS & RESERVE - DUTY .....			d(o)
0796313	D	GM2	DISTRICT ARMORY - DUTY .....			d(o)
0796263	D	GM3	DISTRICT ARMORY - DUTY .....			d(o)
0796323	D	YN1	READINESS & RESERVE - DUTY .....			d(o)
070196P	E	GS-6	MILITARY PERSONNEL TECHNICIAN (OA) .....			(dre)
0798571	R	LTJG	READINESS BRANCH - DUTY .....			ADMIN MSO MIAMI (07-33215)

## D7 Billet List

CURRENT BILLETS IN ADMINISTRATION DIVISION					GRADE CHANGE	LOCATION CHANGE
BCN	APP	GRADE	BILLET TITLE	SAVINGS		
0799091	D	CAPT	ADMIN DIVISIONS - CHIEF .....	SAVINGS	FY95	
M003370	D	F+S4	PROCUREMENT ANALYST			
0796153	D	SN	DRIVER/MAILROOM - DUTY			
0796173	D	SK1	AUTOMATED REQUISITION MANAGEMENT SYSTEM - DUTY			
0796163	D	SK2	PERSONNEL BRANCH - CHIEF			
0799081	D	LCDR	PERSONNEL BRANCH - CHIEF			
0700992	D	PERS4	MIAMI HOUSING ADMINISTRATION - DUTY			
0701002	D	PERS4	PERSONNEL BRANCH - DUTY			
0701052	D	PERS4	PERSONNEL SERVICES SECTION - CHIEF			
0796053	D	SN	MIAMI HOUSING O&M - DUTY			
0796063	D	MK1	OWNED HOUSING FACILITIES ENGINEER - DUTY			
0796073	D	DC2	MIAMI HOUSING O&M - DUTY			
0796143	D	YNCM	PERSONNEL BRANCH - DUTY			
0796133	D	YNC	PERSONNEL BRANCH - DUTY			
0796113	D	YN1	PERSONNEL BRANCH - DUTY			
0796103	D	YN2	PERSONNEL BRANCH - DUTY			
0787633	D	YN3	PERSONNEL BRANCH - DUTY			
M000553	D	YN3	LEASED HOUSING PROGRAM SUPPORT - DUTY			
0796123	D	SK1	PERSONNEL BRANCH - DUTY			
M000552	D	SK2	LEASED HOUSING PROGRAM SUPPORT - DUTY			
M003915	D	SK2	MIAMI HOUSING ADMIN - DUTY			
0799071	D	LT	FINANCE BRANCH - CHIEF			
0795081	D	LT	PERSONNEL SUPPORT BRANCH - CHIEF			
0700982	D	PERS4	PERSRU - CHIEF			
0796033	D	YNCS	PERSRU - DUTY			
0795963	D	YNC	PERSRU - DUTY			
M003811	D	YNC	PERSRU-MILITARY PAY CLERK-TRAVEL SUPPORT - DUTY			
M004696	D	YNC	TRANSPORTATION SPECIALIST - DUTY			
0788793	D	YN1	PERSRU - DUTY			
0795933	D	YN1	PERSRU - DUTY			
0795943	D	YN1	PERSRU - DUTY			
0795953	D	YN1	PERSRU - DUTY			
0795973	D	YN1	PERSRU SYSTEM MANAGER/PAY LIAISON - DUTY (YN OR SK)			
M004697	D	YN1	TRANSPORTATION SPECIALIST - DUTY			
M004698	D	YN1	TRANSPORTATION SPECIALIST - DUTY			
0705923	D	YN2	PERSRU - DUTY			
0788883	D	YN2	PERSRU - TRAVEL SUPPORT - DUTY			
0795753	D	YN2	PERSRU - DUTY			
0795773	D	YN2	PERSRU - DUTY			
0795783	D	YN2	PERSRU - DUTY			
0795793	D	YN2	PERSRU - DUTY			
0795803	D	YN2	PERSRU - DUTY			
M003704	D	YN2	PERSRU - SHIPMENT ASSISTANT - DUTY			
M003706	R	YN2	PERSRU - TRAVEL SUPPORT - DUTY			
0795493	D	YN3	PERSRU - DUTY			
0795503	D	YN3	PERSRU - DUTY			
0795513	D	YN3	PERSRU - DUTY			
0795523	D	YN3	PERSRU - DUTY			
0795533	D	YN3	PERSRU - DUTY			
0795543	D	YN3	PERSRU - DUTY			
0795553	D	YN3	PERSRU - DUTY			
0795563	D	YN3	PERSRU - DUTY			
0795573	D	YN3	PERSRU - DUTY			
0795583	D	YN3	PERSRU - DUTY			
0795813	D	YN3	PERSRU - DUTY			

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M003703	D	YN3	PERSRU - TRAVEL SUPPORT - DUTY
M003705	D	YN3	PERSRU - TRAVEL SUPPORT - DUTY
M003707	D	YN3	PERSRU - TRAVEL SUPPORT - DUTY
M004699	D	YN3	TRANSPORTATION SPECIALIST - DUTY
M004700	D	YN3	TRANSPORTATION SPECIALIST - DUTY
M005074	D	YN3	TRANSPORTATION SPECIALIST (TOPS) - DUTY (EXP 11/94)
M005075	D	YN3	TRANSPORTATION SPECIALIST (TOPS) - DUTY (EXP 11/94)
M005076	E	SNYN	TRANSPORTATION SPECIALIST (TOPS) - DUTY (EXP 11/94)
0795433	E	GS-13	STRIKER TRAINING BILLET - NOT REPROGRAMMABLE
070073P	E	GS-7	ADMINISTRATIVE OFFICER
070029P	E	GS-12	SECRETARY (OA)
070193P	E	GS-11	SUPERVISORY HOUSING MANAGEMENT SPECIALIST
070018P	E	GS-11	HOUSING MANAGEMENT SPECIALIST
070224P	E	GS-7	HOUSING MANAGEMENT SPECIALIST
070172P	E	WG-10	HOUSING MANAGEMENT ASSISTANT
074051W	E	GS-12	AIR CONDITIONING EQUIPMENT MECHANIC
070099P	E	GS-11	BUDGET ANALYST
070030P	E	GS-9	SUPERVISORY CONTRACT SPECIALIST
070038P	E	GS-9	CONTRACT SPECIALIST
070132P	E	GS-7	MOTOR VEHICLE OPERATIONS SPECIALIST
070032P	E	GS-7	PURCHASING AGENT (OA)
070050P	E	GS-7	PURCHASING AGENT (OA)
070058P	E	GS-7	PURCHASING AGENT (OA)
070074P	E	GS-7	ACCOUNTING TECHNICIAN
070093P	E	GS-7	BUDGET ASSISTANT
070013P	E	GS-5	PROCUREMENT CLERK (OA)
070071P	E	GS-5	TELLER
074001W	E	WG-9	OFFSET PRESS OPERATOR (PLATEMAKER)
070078P	E	GS-9	TRAFFIC MANAGER
070101P	E	GS-7	TRANSPORTATION ASSISTANT
070140P	E	GS-6	MILITARY PAY TECHNICIAN (OA)

## D8 Billet List

CURRENT RT BILLETS IN READINESS AND RESERVE DIVISION				SAVINGS	GRADE CHANGE	LOCATION CHANGE
BCN	APP	GRADE	BILLET TITLE			
0899391	R	CAPT	READINESS & RESERVE DIVISION - CHIEF .....			d(a), Chief
0899371	R	CDR	RESERVE BRANCH - CHIEF .....			d(at), Chief
0899361	R	LCDR	RESERVE BRANCH - DUTY .....	SAVINGS FY96		
0899341	R	LT	RESERVE BRANCH - DUTY .....			d(a)
0899291	R	LTJG	RESERVE BRANCH - DUTY .....	SAVINGS FY96		
0899882	R	PERS4	RESERVE ADMIN - DUTY .....	SAVINGS FY96		
0896783	R	YN1	RESERVE ADMINISTRATION - DUTY .....			d(a)
0897323	R	YN1	READINESS & RESERVE - DUTY .....			ADMIN GRP CORPUS CHRISTI (08-36249)
0897303	R	YN2	READINESS & RESERVE - DUTY .....			PERSRU d8
0897313	R	YN2	READINESS & RESERVE - DUTY .....			PERSRU GRP MOBILE (08-36239)
0896773	R	YN3	RESERVE ADMINISTRATION - DUTY .....			PERSRU GRP MOBILE (08-36239)
0897293	R	YN3	READINESS & RESERVE - DUTY .....	SAVINGS FY96		
0897353	R	YN3	READINESS & RESERVE - DUTY .....			d(a)
0897343	R	SKC	READINESS & RESERVE - DUTY .....			d(a)
M003670	R	SK3	READINESS & RESERVE - DUTY .....	SAVINGS FY96		
0897263	R	GMC	RESERVE STATION KEEPER MOBILE, AL .....	SAVINGS FY96		
0897273	R	MKC	RESERVE STATION KEEPER GALVESTON, TX .....		YN2.....	PERSRU GRP GALVESTON (08-36243)
0897253	R	MK1	RESERVE STATION KEEPER BIRMINGHAM, AL .....		YN2.....	PERSRU GRP CORPUS (08-36249)
080706P	R	GS-7	SUPERVISORY MILITARY PERSONNEL TECHNICIAN .....			d(a)
080701P	R	GS-6	MILITARY PERSONNEL TECHNICIAN (OA) .....			d(a)
080705P	R	GS-6	MILITARY PERSONNEL TECHNICIAN (OA) .....			d(a)
0852523	R	BMC	OIC ORTC New Orleans LA .....		YN2.....	PERSRU MOS HOUSTON (08-33244)
070027P	R	GS-6	.....		GS-12.....	d(at) HR SPECIALIST/FY96 (0871108)

CURRENT OE BILLETS IN READINESS AND RESERVE DIVISION				SAVINGS	GRADE CHANGE	LOCATION CHANGE
BCN	APP	GRADE	BILLET TITLE			
0899381	D	CDR	READINESS BRANCH - CHIEF .....			(dre), Chief
0899351	D	LCDR	READINESS BRANCH - DUTY .....			(dre)
0899331	D	LT	READINESS BRANCH - MDZ PLANNER - DUTY .....			(dre)
0899301	D	LTJG	READINESS BRANCH - DUTY .....			(dre)
0897363	D	GMCS	GMCS .....			d(o)
0897333	D	GM1	DISTRICT ARMORY - DUTY .....			d(o)
0897283	D	GM3	DISTRICT ARMORY - DUTY .....			d(o)
080184P	E	GS-7	SECRETARY (OA) .....	SAVINGS FY96		
0899311	R	LTJG	READINESS BRANCH - DUTY .....			(dre)

## D8 Billet List

CURRENT BILLETS IN ADMINISTRATION DIVISION					GRADE CHANGE	LOCATION CHANGE
BCN	APP	GRADE	BILLET TITLE	SAVINGS		
0899151	D	CAPT	ADMIN DIVISION - CHIEF .....		SAVINGS	FY95
0897133	D	SN	DRIVER/MAILROOM - DUTY			
0897153	D	SK1	ARMS - DUTY			
0897143	D	SK2	PURCHASING - DUTY			
0899141	D	LCDR	PERSONNEL BRANCH - CHIEF			
0899862	D	PERS4	FAMILY HOUSING OFFICER			
0897123	D	YNCM	PERSONNEL BRANCH - DUTY			
0897113	D	YNC	PERSONNEL BRANCH - DUTY			
0897083	D	YN2	PERSONNEL BRANCH - DUTY			
0897093	D	YN2	PERSONNEL BRANCH - DUTY			
0897073	D	YN3	PERSONNEL BRANCH - DUTY			
0897103	D	SK1	PERSONNEL BRANCH - DUTY			
M000554	D	SS3	LEASED HOUSING PROGRAM SUPPORT - DUTY			
0899131	D	LT	FINANCE BRANCH - CHIEF			
0897053	D	SK2	FINANCE BRANCH - DUTY			
0899852	D	PERS4	PERSRU - CHIEF			
M003709	D	PERS4	PERSRU - TRAVEL/HHG SUPPORT - DUTY			
0897043	D	YNCS	PERSRU - DUTY			
0897023	D	YNC	SYSTEM MANAGER/PAY LIASON - DUTY			
M003712	D	YNC	PERSRU - DUTY			
0896983	D	YN1	PERSRU - DUTY			
0896993	D	YN1	PERSRU - TRAVEL SUPPORT - DUTY			
M003710	D	YN1	PERSRU - TRAVEL SUPPORT - DUTY			
M003711	D	YN1	PERSRU - DUTY			
0896933	D	YN2	PERSRU - DUTY			
0896943	D	YN2	PERSRU - DUTY			
0897003	D	YN2	PERSRU - TRAVEL SUPPORT - DUTY			
M003713	D	YN2	PERSRU - DUTY			
0896853	D	YN3	PERSRU - DUTY			
0896863	D	YN3	PERSRU - DUTY			
0896873	D	YN3	PERSRU - DUTY			
0896883	D	YN3	PERSRU - DUTY			
0896893	D	YN3	PERSRU - DUTY			
0896953	D	YN3	PERSRU - DUTY			
M000012	R	YN3	PERSRU - TRAVEL SUPPORT - DUTY			
M003714	D	YN3	STRIKER TRAINING BILLET - NOT REPROGRAMMABLE			
0896833	D	SNYN	RESERVE PAY - DUTY			
0896913	D	SK2	SECRETARY (OA)			
080054P	E	GS-7	SUPPORT SERVICES SUPERVISOR			
080016P	E	GS-11	MOTOR VEHICLE OPERATIONS SPECIALIST			
080018P	E	GS-9	CONTRACT SPECIALIST			
080019P	E	GS-9	PROPERTY DISPOSAL SPECIALIST			
080360P	E	GS-7	PURCHASING AGENT			
080178P	E	GS-6	SECRETARY (OA)			
080179P	E	GS-11	SUPV HOUSING MANAGEMENT SPECIALIST			
080300P	E	GS-9	HOUSING MANAGEMENT SPECIALIST			
080261P	E	GS-6	CONTRACT REPRESENTATIVE			
080020P	E	GS-13	ADMINISTRATIVE OFFICER			
080804P	E	GS-12	ACCOUNTANT			
080806P	E	GS-12	BUDGET ANALYST			
080808P	E	GS-11	BUDGET ANALYST			
080809P	E	GS-7	ACCOUNTING TECHNICIAN			
080171P	E	GS-7	TRANSPORTATION ASSISTANT			
080167P	E	GS-6	TRANSPORTATION ASSISTANT			

## D9 Billet List

CURRENT RT BILLETS IN READINESS AND RESERVE DIVISION				SAVINGS	GRADE CHANGE	LOCATION CHANGE
BCN	APP	GRADE	BILLET TITLE			
0999821	R	CAPT	READINESS & RESERVE DIVISION - CHIEF .....	SAVINGS FY95		
0999791	R	CDR	RESERVE BRANCH - CHIEF .....			d(at), Chief
0999771	R	LT	RESERVE BRANCH - DUTY .....	SAVINGS FY95..	PSU	
0999952	R	PERS4	RESERVE ADMIN - DUTY .....	SAVINGS FY95		
0999763	R	YNC	READINESS & RESERVE STAFF - DUTY .....			d(app)
M004923	R	YNC	RESERVE BRANCH - DUTY .....	SAVINGS FY95		
0999733	R	YN1	READINESS & RESERVE STAFF - DUTY .....			d(app)
0999683	R	YN2	READINESS & RESERVE STAFF - DUTY .....			d(app)
0999693	R	YN2	READINESS & RESERVE STAFF - DUTY .....			PERSRU d9
0999703	R	YN2	READINESS & RESERVE STAFF - DUTY .....			PERSRU d9
0999713	R	YN2	READINESS & RESERVE STAFF - DUTY .....			PERSRU MILWUKEE (09-36225)
0997193	R	YN2	READINESS & RESERVE STAFF - DUTY .....			PERSRU MILWUKEE (09-36225)
0999623	R	YN3	READINESS & RESERVE STAFF - DUTY .....			PERSRU GRAND HAVEN (09-36257)
0999633	R	YN3	READINESS & RESERVE STAFF - DUTY .....	SAVINGS FY95..	PSU	
0999643	R	SK2	READINESS & RESERVE STAFF - DUTY .....			d(a)
M002922	R	SK2	R & R STAFF-DETACHED DUTY-CAMP PERRY, OHIO .	SAVINGS FY95..	PSU	
090703P	R	GS-11	BUDGET OFFICER .....		GS-12.....	d(AT) HR SPECIALIST/FY96
090701P	R	GS-7	MILITRAY PERSONNEL TECHNICIAN .....			PERSRU D9
090702P	R	GS-7	SECRETARY (OA) .....			d(at) (13-71113)
090704P	R	GS-7	ACCOUNTING TECHNICIAN .....			d(af)
090705P	R	GS-6	MILITRAY PERSONNEL TECHNICIAN (OA) .....			PERSRU D9

CURRENT OE BILLETS IN READINESS AND RESERVE DIVISION				SAVINGS	GRADE CHANGE	LOCATION CHANGE
BCN	APP	GRADE	BILLET TITLE			
0999811	D	CDR	READINESS BRANCH - CHIEF .....			(dre), Chief
0999801	D	CDR	READINESS BRANCH - DUTY .....			LANTAREA (20-75120)
0999781	D	LCDR	READINESS BRANCH - DUTY .....			(dre)
0995052	D	BOSN4	READINESS BRANCH - DUTY .....			(do)
0999753	D	BMC	MOBILE TRAG TEAM-DET DUTY-PORT CLINTON, OH ..			(do)
0999793	D	QMCM	MOB TRNG TEAM SUP-DET DUTY-PORT CLINTON, OH ..			(do)
0999783	D	GMC	READINESS & RESERVE STAFF - DUTY .....			d(o)
0999743	D	GM1	ARMORY SUPERVISOR-DET DUTY-PORT CLINTON, OH ..			d(o)
0997173	D	GM3	ARMORY - DETACHED DUTY - PORT CLINTON, OH ..	SAVINGS FY95..	/PSU	
0997183	D	GM3	ARMORY - DETACHED DUTY - PORT CLINTON, OH ..	SAVINGS FY96		
0999723	D	MK1	MOBILE TRAG TEAM-DET DUTY-PORT CLINTON, OH ..			(do)
0999663	D	MK2	MOBILE TRAG TEAM-DET DUTY-PORT CLINTON, OH ..			(do)
0999673	D	MK2	MOBILE TRAG TEAM-DET DUTY-PORT CLINTON, OH ..			(do)
090086P	E	GS-6	VOUCHER EXAMINER (OA)			

## D9 Billet List

CURRENT BILLETS IN ADMINISTRATION DIVISION					SAVINGS	GRADE CHANGE	LOCATION CHANGE
BCN	APP	GRADE	BILLET TITLE				
0999601	D	CAPT	ADMIN DIVISION - CHIEF				
0995072	D	F+S4	SUPPLY OPERATIONS - DUTY				
0996733	D	SK1	CLOTHING LOCKER - DUTY				
0999543	D	SK1	ARMS - DUTY				
0999533	D	SK2	PURCHASING - DUTY				
0999591	D	LCDR	PERSONNEL BRANCH - CHIEF				
0999942	D	PERS4	FAMILY HOUSING OFFICER				
0995163	D	MK2	FAMILY HOUSING MAINTENANCE				
0999473	D	DC2	FAM HOUSING PROGRAM				
0999513	D	YNCM	PERSONNEL BRANCH - DUTY				
0999503	D	YN1	PERSONNEL BRANCH - DUTY				
0999483	D	YN2	FAMILY HOUSING PROGRAM - DUTY				
0999493	D	SK1	FAMILY HOUSING PROGRAM - DUTY				
0999353	D	HSC	STAFF MEDICAL SUPPORT - DUTY				
0998931	D	LT	REGIONAL CGES OFFICER - DUTY				
0999581	D	LT	FINANCE BRANCH - CHEIF .....	SAVINGS FY96			
0999453	D	SK2	FINANCE BRANCH - DUTY				
0999922	D	PERS4	PERSRU - CHIEF				
0996583	D	YNCS	PERSRU - DUTY				
0996383	D	YNC	SYSTEM MANAGE/PAY LIAISON - DUTY				
0999443	D	YNC	PERSRU - DUTY				
M003717	D	YNC	PERSRU - TRAVEL/HHG SUPPORT - DUTY				
0996573	D	YN1	PERSRU - DUTY				
0999423	D	YN1	PERSRU - DUTY				
M003716	R	YN1	PERSRU - TRAVEL SUPPORT - DUTY				
0996503	D	YN2	PERSRU - DUTY				
0996563	D	YN2	PERSRU - DUTY				
0999393	D	YN2	PERSRU - DUTY				
M003812	D	YN2	PERSRU - HHG SUPPORT - DUTY				
0996493	D	YN3	PERSRU - DUTY				
0996523	D	YN3	PERSRU - DUTY				
0996533	D	YN3	PERSRU - DUTY				
0996543	D	YN3	PERSRU - DUTY				
0996553	D	YN3	PERSRU - DUTY				
0999383	D	YN3	PERSRU - DUTY				
090029P	E	GS-7	SECRETARY (OA)				
090030P	E	GS-9	MOTOR VEHICLE MANAGER				
090057P	E	GS-9	CONTRACT SPECIALIST				
090127P	E	GS-7	PURCHASING AGENT (OA)				
092000P	E	GS-6	PURCHASING AGENT (OA)				
090165P	E	GS-4	MAIL AND FILE CLERK				
090216P	E	GS-12	ACCOUNTANT				
090009P	E	GS-11	BUDGET ANALYST				
090217P	E	GS-7	ACCOUNTING TECHNICIAN				
090806P	E	GS-6	TELLER				
090041P	E	GS-7	TRANSPORTATION ASSISTANT				
090080P	E	GS-7	TRANSPORTATION ASSISTANT (OA)				
090170P	E	GS-6	VOUCHER EXAMINER (OA)				
090059P	E	GS-5	VOUCHER EXAMINER (OA)				

## D11 Billet List

CURRENT RT BILLETS IN READINESS AND RESERVE DIVISION				SAVINGS	GRADE CHANGE	LOCATION CHANGE
BCN	APP	GRADE	BILLET TITLE			
1199491	R	CAPT	READINESS & RESERVE DIVISION - CHIEF .....			d(a), Chief
1199481	R	CDR	RESERVE BRANCH - CHIEF .....			d(at), Chief
1199461	R	LCDR	RESERVE BRANCH - DUTY .....			d(at)
1199441	R	LT	RESERVE BRANCH - DUTY .....			d(a)
1199161	R	LTJG	RESERVE BRANCH - DUTY .....			d(a)
1199401	R	LTJG	RESERVE BRANCH - DUTY .....			d(a)
1199892	R	PERS4	RESERVE ADMIN - DUTY .....	SAVINGS FY 96		
1104013	R	YNC	READINESS & RESERVE STAFF - DUTY .....			PERSRU D11
1103983	R	YN1	READINESS & RESERVE STAFF - DUTY .....			d(a)
1103953	R	YN2	READINESS & RESERVE STAFF - DUTY .....			ADMIN D11
1103923	R	YN3	READINESS AND RESERVE STAFF - DUTY .....			PERSRU D11
1188833	R	SKC	READINESS AND RESERVE STAFF - DUTY .....			d(a)
1103963	R	SK1	READINESS & RESERVE STAFF - DUTY .....			d(a)
1103903	R	SK3	READINESS & RESERVE STAFF - DUTY .....			d(a)
110013P	R	GS-7	MILITARY PERSONNEL TECHNICIAN (OA) .....			PERSRU D11
110709P	R	GS-6	MILITARY PERSONNEL TECHNICIAN .....			d(a)
110019P	R	GS-5	MILITARY PERSONNEL CLERK (OA) .....	SAVINGS FY96		
110020P	R	GS-5	MILITARY PERSONNEL CLERK (OA) .....	SAVINGS FY96		
110701P	R	GS-5	MILITARY PERSONNEL CLERK (OA) .....			d(a)
1103933	R	YN2	11-20170 PERSRU - RESERVE SUPPORT - DUTY .....			PERSRU SAN DIEGO(no change)
1103993	R	YN1	11-20170 PERSRU - RESERVE SUPPORT - DUTY .....			PERSRU SAN DIEGO(no change)
1103913	R	YN3	11-81107 PAY AND PERSONNEL SPECIALIST .....			PERSRU SAN DIEGO(no change)
1188113	R	SK1	11-81107 LOGISTICS SPECIALIST .....	SAVINGS FY96		
1188133	R	YN1	11-81107 PAY AND PERSONNEL SPECIALIST .....			ADMIN MLC PAC (33-75160)
1195162	R	PERS4	11-81107 RMSA - SUPERVISOR .....	SAVINGS FY95		
M002916	R	YNC	11-81107 PAY AND PERSONNEL SPECIALIST .....			PERSRU GRP SAN FRAN(11-36269)
1188123	R	YN2	11-81107 PAY AND PERSONNEL SPECIALIST .....			PERSRU SUPCEN ALAMEDA(21-47500)
1174733	R	YN1	11-81107 PAY AND PERSONNEL SPECIALIST .....			ADMIN MSO SAN FRAN(11-33260)
1103943	R	YN2	11-81107 PAY AND PERSONNEL SPECIALIST .....			ADMIN MLC PAC(33-75160)
1175283	R	BMC	11-81112 STATION KEEPER YERBA BUENA ISLAND ..	SAVINGS FY95		

CURRENT OE BILLETS IN READINESS AND RESERVE DIVISION				SAVINGS	GRADE CHANGE	LOCATION CHANGE
BCN	APP	GRADE	BILLET TITLE			
1199471	D	CDR	READINESS BRANCH - CHIEF .....			(dre), Chief
1199451	D	LCDR	READINESS BRANCH - DUTY .....			(dre)
1199421	D	LT	READINESS BRANCH - MDZ PLANNER - DUTY .....			(dre)
1181353	D	GMCS	READINESS BRANCH - DUTY .....			d(o)
1104003	D	GMC	DETACHED DUTY - ARMORY ALAMEDA, CA .....			d(o)
1103973	D	GM1	READINESS BRANCH - DUTY .....			d(o)
1181343	D	GM1	DETACHED DUTY - ARMORY TERMINAL ISLAND, CA .....			d(o)
1183913	D	GM2	DETACHED DUTY - ARMORY ALAMEDA, CA .....			d(o)
1177703	D	GM3	DETACHED DUTY - RANGE - PETALUMA, CA .....			d(o)
1182523	D	GM3	DETACHED DUTY - ARMORY TERMINAL ISLAND, CA .....			d(o)
1182333	D	YN1	RESERVE ADMINISTRATION - DUTY .....			(dre)
110145P	D	GS-6	SECRETARY(OFFICE AUTOMATION) .....			(dre)
1199431	D	LT	READINESS BRANCH - DUTY .....			(dre)

## D11 Billet List

CURRENT BILLETS IN ADMINISTRATION DIVISION					SAVINGS	GRADE CHANGE	LOCATION CHANGE
BCN	APP	GRADE	BILLET TITLE				
1199261	D	CAPT	ADMIN DIVISION - CHIEF .....		SAVINGS	FY95	
M003371	D	F+S4	PROCUREMENT ANALYST				
1101183	D	SN	MAILROOM/DRIVER - DUTY				
1103813	D	YN2	OFFICE SERVICES BRANCH - DUTY				
1106913	D	YN3	OFFICE SERVICES BRANCH - DUTY				
1103833	D	SK1	ARMS - DUTY				
1103823	D	SK2	PURCHASING - DUTY				
1199251	D	LCDR	PERSONNEL BRANCH - CHIEF				
1199842	D	PERS4	PERSONNEL BRANCH - DUTY				
1199852	D	PERS4	AREA HOUSING OFFICER				
1101193	D	YNCM	PERSONNEL BRANCH - DUTY				
1105153	D	YNC	LEASED HOUSING PROGRAM SUPPORT (LHO) - DUTY				
1105543	D	YN1	PERSONNEL BRANCH - DUTY				
1105553	D	YN1	PERSONNEL BRANCH - DUTY				
1175933	D	YN1	PERSONNEL BRANCH - DUTY				
1198633	D	YN2	AREA HOUSING PROGRAM SUPPORT - DUTY				
M000555	D	YN3	LEASED HOUSING PROGRAM SUPPORT (LHO) - DUTY				
M004819	D	YN3	AREA HOUSING PROGRAM SUPPORT - DUTY				
1105323	D	SK1	PERSONNEL BRANCH - DUTY				
M000556	D	SS3	LEASED HOUSING PROGRAM SUPPORT - DUTY				
1199241	D	LT	FINANCE BRANCH - CHIEF				
1199832	D	PERS4	PERSRU - CHIEF				
M003719	D	PERS4	PERSRU - TRAVEL/HHG SUPPORT - DUTY				
1198623	D	YNCS	PERSRU - DUTY				
M000019	R	YNC	SYSTEM MANAGER/PAY LIAISON - DUTY .....				PERSRU D11
M003725	R	YNC	PERSRU - TRAVEL SUPPORT - DUTY .....	SAVINGS	FY95..		
1188103	D	YN1	PERSRU SUPPORT FOR CGC HAMILTON & CGC CHASE				
1198273	R	YN1	PERSRU ADMINISTRATION .....				ADMIN GRP LA/LB(11-36263)
1198583	D	YN1	PERSRU - DUTY				
1198543	D	YN2	PERSRU - DUTY				
1198553	D	YN2	PERSRU - DUTY				
1198563	D	YN2	PERSRU - DUTY				
M000021	D	YN2	PERSRU - DUTY				
M003721	D	YN2	PERSRU - TRAVEL SUPPORT - DUTY				
M003722	D	YN2	PERSRU - TRAVEL SUPPORT - DUTY				
M003723	D	YN2	PERSRU - TRAVEL SUPPORT - DUTY				
1188083	D	YN3	PERSRU SUPPORT FOR CGC HAMILTON & CGC CHASE				
1188093	D	YN3	PERSRU SUPPORT FOR CGC HAMILTON & CGC CHASE				
1198453	D	YN3	PERSRU - DUTY				
1198463	D	YN3	PERSRU - DUTY				
1198473	D	YN3	PERSRU - DUTY				
1198483	D	YN3	PERSRU - DUTY				
M009720	D	YN3	PERSRU - SHIPMENT ASSISTANT HHG SUPPORT - DUTY				
M003724	D	YN3	PERSRU - TRAVEL SUPPORT - DUTY				
110059P	E	GS-14	FINANCIAL MANAGER				
110026P	E	GS-7	SECRETARY (OA)				
110031P	E	GS-9	TRANSPORTATION SPECIALIST				
110041P	E	GS-9	SUPERVISOR CONTRACT SPECIALIST				
110029P	E	GS-7	SUPPORT SERVICE SUPERVISOR				
110033P	E	GS-6	PURCHASING AGENT (OA)				
110084P	E	GS-6	PURCHASING AGENT (OFFICE AUTOMATION)				
110018P	E	GS-4	MAIL CLERK				
110107P	E	GS-7	HOUSING MANAGEMENT ASSISTANT				
110034P	E	GS-11	BUDGET ANALYST				
110003P	E	GS-7	ACCOUNTING TECHNICIAN				
110043P	E	GS-6	PURCHASING AGENT (OA)				

Encl. (3) to COMDTINST 5400.21

110081P E GS-7 SHIPMENT ASSISTANT (OA)

Encl. (3) to COMDTINST 5400.21

D13 Billet List

CURRENT RT BILLETS IN READINESS AND RESERVE DIVISION				SAVINGS	GRADE CHANGE	LOCATION CHANGE
BCN	APP	GRADE	BILLET TITLE			
1304511	R	CAPT	READINESS & RESERVE DIVISION - CHIEF .....	SAVINGS FY95		
1304501	R	CDR	RESERVE BRANCH - CHIEF .....	.....	.....	d(a), Chief
1304491	R	LCDR	RESERVE BRANCH - DUTY .....	SAVINGS FY96		
1304471	R	LT	RESERVE BRANCH - DUTY .....	SAVINGS FY95		
1306091	R	LTJG	RESERVE BRANCH - DUTY .....	SAVINGS FY95		
1302012	R	PERS4	RESERVE ADMIN - DUTY .....	.....	.....	d(a)
1331143	R	YNCS	READINESS & RESERVE STAFF - DUTY .....	.....	.....	PERSRU SEATTLE(13-36278)
1331123	R	YN1	READINESS & RESERVE STAFF - DUTY .....	.....	.....	(dapt)
1331133	R	YN1	READINESS & RESERVE STAFF - DUTY .....	.....	.....	PERSRU SEATTLE(13-36278)
1331083	R	YN2	READINESS & RESERVE STAFF - DUTY .....	.....	.....	d(apl)
1345633	R	YN2	RESERVE ADMINISTRATION - DUTY .....	.....	.....	PERSRU SEATTLE(13-36278)
1331073	R	YN3	READINESS & RESERVE STAFF - DUTY .....	.....	.....	PERSRU SEATTLE(13-36278)
1331093	R	SK1	READINESS & RESERVE STAFF - DUTY .....	.....	.....	(df)
130701P	R	GS-7	SECRETARY (OA) .....	.....	.....	d(a)
1302052	R	PERS4	13-81110 RMSA - SUPERVISOR .....	SAVINGS FY96		
1331053	R	YN3	13-81110 RESERVE PAY AND PERSONNEL .....	.....	.....	PERSRU SEATTLE(13-36278)
1331063	R	YN3	13-81110 RESERVE PAY AND PERSONNEL .....	SAVINGS FY95		
M004226	R	YNC	13-81110 RESERVE RMSA - ASST SUPERVISOR .....	.....	.....	d(a)
M004126	R	YN2	13-81110 RESERVE PAY AND PERSONNEL .....	.....	.....	PERSRU SEATTLE(13-36278)
1345573	R	YN1	13-81110 RESERVE PAY AND PERSONNEL .....	.....	.....	PERSRU SEATTLE(13-36278)
1348423	R	SA	13-81110 RMSA - DUTY .....	.....	.....	PERSRU SEATTLE(13-36278)
09-0702P R GS-7 .....				d(at) HR SPECIALIST/FY96	GS-12	13-7113

CURRENT RT BILLETS IN READINESS AND RESERVE DIVISION				SAVINGS	GRADE CHANGE	LOCATION CHANGE
BCN	APP	GRADE	BILLET TITLE			
1304481	D	CDR	READINESS BRANCH - CHIEF .....	.....	.....	(dre), Chief
1304451	D	LT	READINESS BRANCH - MDZ PLANNER - DUTY .....	.....	.....	(dre)
1304461	D	LT	READINESS BRANCH - DUTY .....	.....	.....	(dre)
1301842	D	BOSN4	READINESS BRANCH - DUTY .....	.....	.....	(dre)
1331103	D	GMC	READINESS & RESERVE STAFF - DUTY .....	.....	.....	d(o)
1399003	D	GM3	READINESS & RESERVE STAFF - DUTY .....	.....	.....	d(o)
1331113	D	FT1	READINESS & RESERVE STAFF - DUTY .....	.....	.....	d(o)
1399673	D	FT1	DISTRICT ARMORY - DUTY .....	.....	.....	d(o)

## D13 Billet List

CURRENT BILLETS IN ADMINISTRATION DIVISION					SAVINGS	GRADE CHANGE	LOCATION CHANGE
BCN	APP	GRADE	BILLET	TITLE			
1399801	D	CAPT	ADMIN DIVISION - CHIEF				
1301862	D	F+S4	OFFICE SERVICES BRANCH - CHIEF				
1398933	D	SN	MAILROOM/DRIVER - DUTY				
1398943	D	SKC	AUTOMATED REQUISITION MANAGEMENT SYSTEM - DUTY				
1326423	D	SK1	OFFICE SERVICES BRANCH - DUTY				
1326433	D	SK2	OFFICE SERVICES BRANCH - DUTY				
1398953	D	SK2	OFFICE SERVICES BRANCH - DUTY				
1399791	D	LCDR	PERSONNEL BRANCH - CHIEF				
1301732	D	PERS4	FAMILY HOUSING OFFICER - DUTY				
1398923	D	YNCM	PERSONNEL BRANCH - DUTY				
1398903	D	YNCS	PERSONNEL BRANCH - DUTY				
1398913	D	YN1	PERSONNEL BRANCH - DUTY				
1398583	D	YN3	CG REP - U.S. ARMY MADIGAN MEDCEN - FORT LEWIS, WA - DUTY				
1398883	D	SK1	PERSONNEL BRANCH - DUTY				
1326453	D	SK3	PERSONNEL BRANCH - DUTY				
1387941	D	LT	FINANCE BRANCH - CHIEF				
M005003	D	F+S4	SUPPORT ALLOWANCE - FINANCE BRANCH - DUTY (EXP 6/95)				
1301202	D	PERS4	PERSRU - CHIEF				
M003726	D	PERS4	PERSRU - TRAVEL/HHG SUPPORT - DUTY				
1398833	D	YNCS	PERSRU - DUTY				
M003713	D	YNCS	PERSRU - TRAVEL/HHG SUPPORT - DUTY				
1398833	D	YNC	SYSTEM MANAGER/PAY LIAISON - DUTY				
1398773	D	YN1	PERSRU - DUTY				
1398783	D	YN1	PERSRU - DUTY				
1398793	D	YN1	PERSRU - DUTY				
M003727	D	YN1	PERSRU - TRAVEL SUPPORT - DUTY				
M003732	D	YN1	PERSRU - TRAVEL SUPPORT - DUTY				
1342183	D	YN2	PERSRU - DUTY				
1398703	D	YN2	PERSRU - DUTY				
1398713	D	YN2	PERSRU - DUTY				
					1398723	D	YN2
							PERSRU - DUTY
M003728	D	YN2	PERSRU - SHIPMENT ASSISTANT HHG SUPPORT - DUTY				
1398623	D	YN3	PERSRU - DUTY				
1398633	D	YN3	PERSRU - DUTY				
1398643	D	YN3	PERSRU - DUTY				
1398653	D	YN3	PERSRU - DUTY				
1398663	D	YN3	PERSRU - DUTY				
1398673	D	YN3	PERSRU - DUTY				
1398683	D	YN3	PERSRU - DUTY				
M000014	D	YN3	PERSRU - DUTY				
M003729	D	YN3	PERSRU - TRAVEL SUPPORT - DUTY				
M003730	R	YN3	PERSRU - TRAVEL SUPPORT - DUTY				
M005198	D	POC	CG REGIONAL LIAISON - DOT OFFICE OF CIVIL RIGHTS - DUTY				
130084P	E	GS-14	ASSISTANT FISCAL AND RESOURCE OFFICER				
130820P	E	GS-11	COMPUTER SPECIALIST				
130016P	E	GS-8	SUPERVISORY PERSONNEL SERVICES ASSISTANT				
130023P	E	GS-9	CONTRACT SPECIALIST				
130028P	E	GS-7	PURCHASING AGENT				
130045P	E	GS-7	SUPPORT SERVICES SPECIALIST				
130013P	E	GS-6	PURCHASING AGENT				
130034P	E	GS-11	HOUSING MANAGEMENT SPECIALIST				
130029P	E	GS-4	OFFICE AUTOMATION CLERK				
130177P	E	GS-12	BUDGET ANALYST				
130025P	E	GS-9	BUDGET ANALYST				
130178P	E	GS-7	ACCOUNTING TECHNICIAN				

Encl. (3) to COMDTINST 5400.21

130179P E GS-6 ACCOUNTING TECHNICIAN  
120217P E GS-8 SUPERVISORY TRANSPORTATION ASSISTANT

## D14 Billet List

CURRENT RT BILLETS IN READINESS AND RESERVE DIVISION				SAVINGS	GRADE CHANGE	LOCATION CHANGE
BCN	APP	GRADE	BILLET TITLE			
1401511	R	LT	RESERVE BRANCH - CHIEF .....			d(at), Chief
1410903	R	YNC	READINESS & RESERVE STAFF - DUTY .....			d(a)
1499773	R	YN2	RESERVE ADMINISTRATION - DUTY .....			PERSRU D14
1410803	R	YN3	READINESS & RESERVE STAFF - DUTY .....			PERSRU D14
140068P	R	GS-6	SECRETARY (OA) .....	SAVINGS FY96		
CURRENT OE BILLETS IN READINESS AND RESERVE DIVISION				SAVINGS	GRADE CHANGE	LOCATION CHANGE
BCN	APP	GRADE	BILLET TITLE			
1400101	D	CDR	READINESS & RESERVE DIVISION - CHIEF .....	SAVINGS FY95		
1401501	D	LCDR	READINESS BRANCH - CHIEF .....			(dre), Chief
1499921	D	LTJG	READINESS BRANCH - DUTY .....			(dre)
1400402	D	WEPS4	READINESS - DUTY .....			d(o)
1410883	D	GM1	READINESS & RESERVE STAFF - DUTY .....			d(o)
1410823	D	GM2	READINESS & RESERVE STAFF - DUTY .....			d(o)
1410893	D	FT1	READINESS & RESERVE STAFF - DUTY .....			d(o)
140200P	E	GS-11	PENDS ESTAB - PAA 94-1277 .....			(dre)
CURRENT BILLETS IN ADMINISTRATION DIVISION				SAVINGS	GRADE CHANGE	LOCATION CHANGE
BCN	APP	GRADE	BILLET TITLE			
1499841	D	CAPT	ADMIN DIVISION - CHIEF			
1499831	D	LCDR	PERSONNEL BRANCH - CHIEF			
1499821	D	LT	FAMILY ADVOCACY/HUMAN RESOURCE - DUTY			
1495212	D	PERS4	AREA HOUSING OFFICER			
1400463	D	YNCM	PERSONNEL BRANCH - DUTY			
1400443	D	YN2	PERSONNEL BRANCH - DUTY			
M000374	D	YN2	AREA HOUSING ASSISTANT - DUTY			
1400433	D	YN3	PERSONNEL BRANCH - DUTY			
1499811	D	LT	FINANCE BRANCH - CHIEF			
1497093	D	SKC	FINANCE BRANCH - DUTY			
1497083	D	KS2	FINANCE BRANCH - DUTY			
1400482	D	PERS4	PERSRU - CHIEF			
M003733	D	PERS4	PERSRU - TRAVEL/HHG SUPPORT - DUTY			
1400423	D	YNCS	PERSRU - DUTY			
M003734	D	YNCS	PERSRU - TRAVEL/HHG SUPPORT - DUTY			
1400403	D	YNC	SYSTEM MANAGER/PAY LIAISON - DUTY			
1400373	D	YN1	PERSRU - DUTY			
1400383	D	YN1	PERSRU - DUTY			
M003735	D	YN1	PERSRU - SHIPMENT ASSISTANT HHG SUPPORT - DUTY			
M003736	D	YN1	PERSRU - TRAVEL SUPPORT - DUTY			
1400393	D	YN2	PERSRU - DUTY			
1401393	D	YN2	PERSRU - DUTY			
1401403	D	YN2	PERSRU - DUTY			
1406383	D	YN2	PERSRU - DUTY			
M003737	D	YN2	PERSRU - SHIPMENT ASSISTANT HHG SUPPORT - DUTY			
M003738	D	YN2	PERSRU - TRAVEL SUPPORT - DUTY			
1401383	D	YN3	PERSRU - DUTY			
1406393	D	YN3	PERSRU - DUTY			
1499793	D	YN3	PERSRU - DUTY			
1499803	D	YN3	PERSRU - DUTY			
1499813	D	YN3	PERSRU - DUTY			
1499823	D	YN3	PERSRU - DUTY			
1499833	D	YN3	PERSRU - DUTY			
140014P	E	GS-7	SECRETARY (OA)			
140055P	E	GS-8	PERSONNEL SERVICES ASSISTANT			
140038P	E	GS-14	FISCAL ADVISOR			

Encl. (3) to COMDTINST 5400.21

140018P	E	GS-12	SUPERVISORY ACCOUNTANT
140187P	E	GS-12	BUDGET ANALYST
140189P	E	GS-8	FINANCIAL SYSTEMS ASSISTANT (OA)
140052P	E	GS-7	PURCHASING AGENT
140188P	E	GS-7	ACCOUNTING TECHNICIAN (OFFICE AUTOMATION)
140017P	E	GS-6	PURCHASING AGENT
140190P	E	GS-6	ACCOUNTING TECHNICIAN (OFFICE AUTOMATION)
140191P	E	GS-6	ACCOUNTING TECHNICIAN (OA)
140024P	E	GS-8	SUPERVISORY TRANSPORTATION ASSISTANT
140064P	E	GS-6	PENDS ESTAB - PAA 94-1870

## D17 Billet List

CURRENT RT BILLETS IN READINESS AND RESERVE DIVISION				SAVINGS	GRADE CHANGE	LOCATION CHANGE
BCN	APP	GRADE	BILLET TITLE			
1703031	R	LT	RESERVE BRANCH - CHIEF .....			d(at), Chief
1712553	R	YN1	RESERVE BRANCH - DUTY .....	SAVINGS FY96		
<b>CURRENT OE BILLETS IN READINESS AND RESERVE DIVISION</b>						
BCN	APP	GRADE	BILLET TITLE	SAVINGS	GRADE CHANGE	LOCATION CHANGE
1799941	D	CAPT	READINESS & RESERVE DIVISION - CHIEF .....			(dre), Chief
1799921	D	LCDR	READINESS BRANCH - MDZ PLANNER - DUTY .....			(dre)
1799931	D	LCDR	READINESS BRANCH - DUTY .....			(dre)
1799911	D	LTJG	READINESS BRANCH - DUTY .....			(dre)
1799873	D	GMC	READINESS & RESERVE DIVISION - DUTY .....			d(o)
1724753	D	GM1	ARMORY - DETACHED DUTY KETCHIKAN, AK .....			d(o)
1799863	D	YN1	READINESS & RESERVE DIVISION - DUTY .....			(dre)
<b>CURRENT BILLETS IN ADMINISTRATION DIVISION</b>						
BCN	APP	GRADE	BILLET TITLE	SAVINGS	GRADE CHANGE	LOCATION CHANGE
1799821	D	CAPT	ADMIN DIVISION - CHIEF			
1725463	D	SK2	ADMIN DIVISION - DUTY			
1701182	D	F+S4	PROCUREMENT OFFICER			
1701182	D	SKC	OFFICE SERVICES BRANCH - DUTY			
1799813	D	SK1	OFFICE SERVICES BRANCH - DUTY			
1799793	D	SK1	AUTOMATED REQUISITION MANAGEMENT SYSTEM - DUTY			
1799803	D	SK2	OFFICE SERVICES BRANCH - DUTY			
1799783	D	LCDR	PERSONNEL BRANCH - CHIEF			
1799811	D	PERS4	FAMILY HOUSING OFFICER			
1701172	D	YNCM	PERSONNEL BRANCH - DUTY			
1799763	D	YN1	PERSONNEL BRANCH - DUTY			
1799753	D	YN3	AREA HOUSING ADMIN ASSISTANT			
1726083	D	YN3	LEASED HOUSING PROGRAM SUPPORT - DUTY			
1799743	D	SK1	PERSONNEL BRANCH - DUTY			
1799791	D	LT	FINANCE BRANCH - CHIEF			
1799723	D	SK1	FINANCE BRANCH - DUTY			
1799683	D	SK2	FINANCE BRANCH - DUTY			
1799663	D	SK3	FINANCE BRANCH - DUTY			
1701222	D	PERS4	PERSRU - CHIEF			
M003743	D	PERS4	PERSRU - TRAVEL/HHG SUPPORT - DUTY			
M003744	D	YNCS	PERSRU - TRAVEL/HHG SUPPORT - DUTY			
1799633	D	YNC	PERSRU - DUTY			
1799603	D	YN1	PERSRU - DUTY			
1799613	D	YN1	PERSRU - DUTY			
1799623	D	YN1	PERSRU - DUTY			
M003745	D	YN1	PERSRU - TRAFFIC MANAGER HHG SUPPORT - DUTY			
M003746	D	YN1	PERSRU - TRAVEL SUPPORT - DUTY			
1799543	D	YN2	PERSRU - DUTY			
1799553	D	YN2	PERSRU - DUTY			
M003747	D	YN2	PERSRU - TRAVEL SUPPORT - DUTY			
M003748	D	YN2	PERSRU - SHIPMENT ASSISTANT HHG SUPPORT - DUTY			
1799503	D	YN3	PERSRU - DUTY			
1799513	D	YN3	PERSRU - DUTY			
1799781	D	CDR	SENIOR MEDICAL OFFICER			
1799771	D	LCDR	SENIOR DENTAL OFFICER			
1799483	D	HSC	JUNEAU CLINIC STAFF - DUTY			
1799493	D	HS1	JUNEAU CLINIC STAFF - DUTY			
1799463	D	HS2	JUNEAU CLINIC STAFF - DUTY			
1799473	D	HS2	JUNEAU CLINIC STAFF - DUTY			
1799453	D	HS3	JUNEAU CLINIC STAFF - DUTY			

Encl. (3) to COMDTINST 5400.21

170019P	E	GS-7	SECRETARY (OA)
170025P	E	GS-7	PURCHASING AGENT
170037P	E	GS-7	TRAINING PROGRAM ASSISTANT (OA)
170049P	E	GS-9	PENDS ESTAB - PAA 94-2005
170038P	E	GS-7	BUDGET ASSISTANT